



# **Energy and Carbon Management Policy**



## Introduction:

The Altitec Group recognises and exercises its responsibility to address environmental issues in a responsible and practical manner and manage business activities in such a way as to control the impact to the environment as low as is practically and economically possible whilst being fully committed to achieving carbon neutrality across the Altitec Group.

The entire Altitec team works continuously towards genuine greenhouse gas reductions as part of the overall environmental management strategy.

We are committed to practice responsible energy and carbon management through:

- designing and implementing strategies that seek to reduce the carbon footprint of the Company, improve our energy efficiency, pursue potential opportunities and utilise carbon friendly technologies where feasible,
- determining the risks that climate change may present to the company and assigning appropriate actions to mitigate such risks,
- accurately determining our carbon footprint and providing comprehensive disclosure on carbon related issues,
- complying with applicable legal requirements and with other requirements to which the organisation subscribes, that relate to carbon management and
- encouraging customers and suppliers to adopt similar principles to minimise carbon emissions.

## Scope:

This policy and associated policies and procedures are applicable to all staff, assets and the Altitec management system. In addition, the policy applies to all suppliers, contractors and sub-contractors engaged in work with or on behalf of the company.

## Definitions:

GHG	Greenhouse Gas Emissions
Carbon	Carbon Dioxide (CO <sub>2</sub> ) is produced from the burning of fossil fuels. It is a major contributor to the greenhouse effect which in turn leads to climate change. However there are a range of other gas emissions which impact on the environment. A measure of all of these emissions combined is known as Carbon Dioxide Equivalent (CO <sub>2</sub> e).
Carbon Neutrality	Carbon neutrality refers to achieving net zero carbon dioxide emissions by balancing carbon dioxide emissions with removal (often through carbon offsetting) or simply eliminating carbon dioxide emissions altogether.
ISO14001	International Environmental Management Standard
PAS 2060	Standard for Carbon Neutrality (issued by the British Standards Institution BSI)



### Statement of Commitment:

- With the effects of climate change visible to all Altitec Limited has pledged to operate as a carbon neutral business as of January 2020 in accordance with the requirements of PAS 2060.
- Self-certification regarding our commitment and achievement of carbon neutrality will be undertaken annually.
- Further we pledge to operate as a net zero business from 2025 onwards, following a science-based target and the greenhouse gas removal approach.
- Altitec Limited is a member of the B Corp Climate Collective Net Zero by 2030 since April 2020.
- We pledge to become carbon negative by 2030, removing all historic emissions since the company's foundation in 2000.
- We aim to have the historic data collection completed by the end of 2022.
- We are committed to undergoing third- party environmental assessments, participation in carbon offset projects and reviewing environmental aspects within the company on a regular basis.

### Target Reduction Strategy and Principles:

Our environmental target reduction strategy is deeply embedded and documented in our ISO 9001/ 14001 and 45001 certified Quality Management system.

This policy sets out the guiding principles behind effective and efficient energy and carbon management and demonstrates that the company is making an organisational commitment to responsible energy and resource management throughout its operations. Altitec commits to adhere to the following principles.

- Making a continual effort towards genuine carbon footprint reductions, set at 4.5% annually.
- Financial investment in carbon emission offset projects.
- Continuation of a voluntary environmental assessment with a third-party certification body.
- Annual completion of our comprehensive internal audit program, including environmental aspect auditing.
- Participation and collaboration in external audits.
- Effective tracking and closing out of non- conformities, observations and implementation of opportunities for improvement.

### Compliance and Monitoring

- Comply with all relevant energy, building and environmental regulations.
- Accurate monthly reporting and calculation of scope 1,2 and 3 emissions.
- Report annually on cost and consumption of resources through agreed reporting mechanisms.
- Develop and implement action plans in relation to travel/ transport and energy useage to meet Altitec's carbon reduction targets.

### Energy

- Monitor energy consumption and costs and report annually.
- Calculate CO<sub>2</sub>e emissions based on consumption.
- Prioritise sustainable heating and cooling solutions in office buildings, for example prioritise improved ventilation and heat extraction over air conditioning.
- Promote energy conservation to throughout the entire workforce.
- Investigate renewable energy and other technologies, to identify potential quality, financial and environmental benefits to the company.
- Consider energy and carbon impacts for all subsidiaries and their respective operations.



#### Staff and Subcontractor Business Travel

- Reduce business travel through the use of information technology where possible.
- Encourage sustainable travel through car sharing and use of public transport.
- Promote electric vehicle use where practical.
- Support the entire workforce to make better travel choices.

#### Fleet Transport

- Consider electric and hybrid options when renewing company fleet leases.
- Drivers to undertake driver training in line with the company's driving policy.

#### Procurement of Goods and Services

- Procure resources, including utilities, responsibly and maintain on-going review of contracts and service delivery.
- Work with partners and suppliers to actively promote sustainable procurement practices.

#### Monitoring compliance

Minimum requirements	Monitoring Process	Responsible for the task	Frequency of Monitoring	Responsible for results review and implementation actions
Policy performance	Scheduled review of policies	HSEQ Compliance Manager	Annually or sooner if required	Senior Management
Environmental procedure performance	Scheduled review of procedures	HSEQ Compliance Manager and Line Managers	Annually or sooner if required	Senior Management
Emission reporting	Emission reports	HSEQ Compliance Manager and Operations Administrator	Monthly and annual summary	Senior Management
Environmental legislation compliance	Legal Register review	HSEQ Compliance Administrator and external HSEQ Consultant	Bi-annually or sooner if required	Senior Management

#### Responsibilities & Awareness:

The Altitec Directors and Line Managers are fully committed to the implementation of this Energy and Carbon Management policy through effective and visible felt leadership by:

- improving awareness regarding carbon related issues across the entire workforce,
- providing an enabling environment to achieve meaningful carbon reductions,
- the implementation of emission reducing innovations,
- ensuring that carbon management considerations are included into the decision-making process and
- providing room for an open exchange and process improvement suggestions for the entire workforce.




Responsible management of consumable resources is the duty of any person working for and on behalf of the company.

The Altitec Directors are committed to the implementation of this policy and the associated HSEQ management system.

This policy is freely available and will be communicated throughout the company.

Signed:

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Date: 31.01.2022

Name:

Andrew Sampson

Position:

Operations Director